

A man should be here each afternoon from three to four at least, and is expected to complete ~~SPRING~~ scheduling record shows for the day before leaving.

For the time being, because of the state of disorder to which the filing system has relapsed, it will be necessary to check whether records scheduled are actually in the files.

Members of the department should spend whatever time available in checking the files, using as a master list the one located in the top-right -hand drawer of the record department desk. If a record is in the ~~the~~ monitors room, a check should be made on the right-hand ~~page~~ of side of the master list, and any missing records should be so indicated.

Any members of the Board interested in working in records, are asked, in fact urged to lend a hand.

John F. Kelly



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